



## **Teacher Assistant Job Description**

**Reports to:** Presby Preschool Director; Classroom Lead Teacher

**General Summary:** A Teacher Assistant assists classroom Lead Teachers in providing a safe learning environment where children can learn about God, develop early learning skills and positive social interactions.

### **Essential Functions:**

- Assists the teacher with learning activities for students and preparation of student's instruction materials
- Assists with the supervision of students during classroom instruction, special activities and emergency drills
- Cleans up the classroom after children leave; sanitizing tables, putting supplies away in their correct place, place chairs on tables for custodial vacuuming.
- Be familiar with and follow all preschool policies and procedures as outlined in the Staff Handbook
- Assists teacher with recording student progress data
- Demonstrates the love of Christ to students, parents and staff
- Participates in general and job specific training as determined by the supervising teacher and Director
- Demonstrates professionalism in manner and dress.
- Attends all school staff meetings and preschool events unless approved by the Director
- Communicates with the classroom teacher on student progress and/or special needs of students
- Interacts respectfully with staff and parents
- Provides mature and loving support to every child and adult in the classroom
- May temporarily lead the class during a teacher absence
- Assists in sanitizing teaching materials and classroom surfaces
- Performs other reasonably-related duties as may be assigned by the Director or supervising teacher